Crestron

Touch Screens with RoomView® Scheduling for Crestron Fusion®

User Guide

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Touch Screens with RoomView Scheduling for Crestron Fusion

Introduction

Crestron® touch screens with RoomView® scheduling work directly with Crestron Fusion® Enterprise Management Platform to provide powerful enterprise-wide room scheduling solutions. Installed outside the entrance to every meeting room, the touch screen provides an immediate view of each room's availability, with the ability to look up the calendar for any room on the network and even book the room right on the spot. The dual color interface and buttons give a clear indication of a room's status at a glance, lighting green when the room is available and red when it is booked. The touch screen's contoured shape assures that even when mounted in a narrow hallway, the buttons remain clearly visible at a distance from either side.

Different model touch screens have different features. The amount of buttons varies with different models, some have a built-in proximity sensor, and others allow for attachment of hardware occupancy sensors. For more information, consult the guide that came with the touch screen. Guides are available at www.crestron.com/manuals.

For more information on the Crestron Fusion interface refer to the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552) at www.crestron.com/manuals.

For more information on Crestron Fusion, refer to the Crestron Fusion Getting Started Guide (Doc. 7502) at www.crestron.com/manuals.

NOTE: This document references RoomView Scheduling software version 2.00.11 or later.

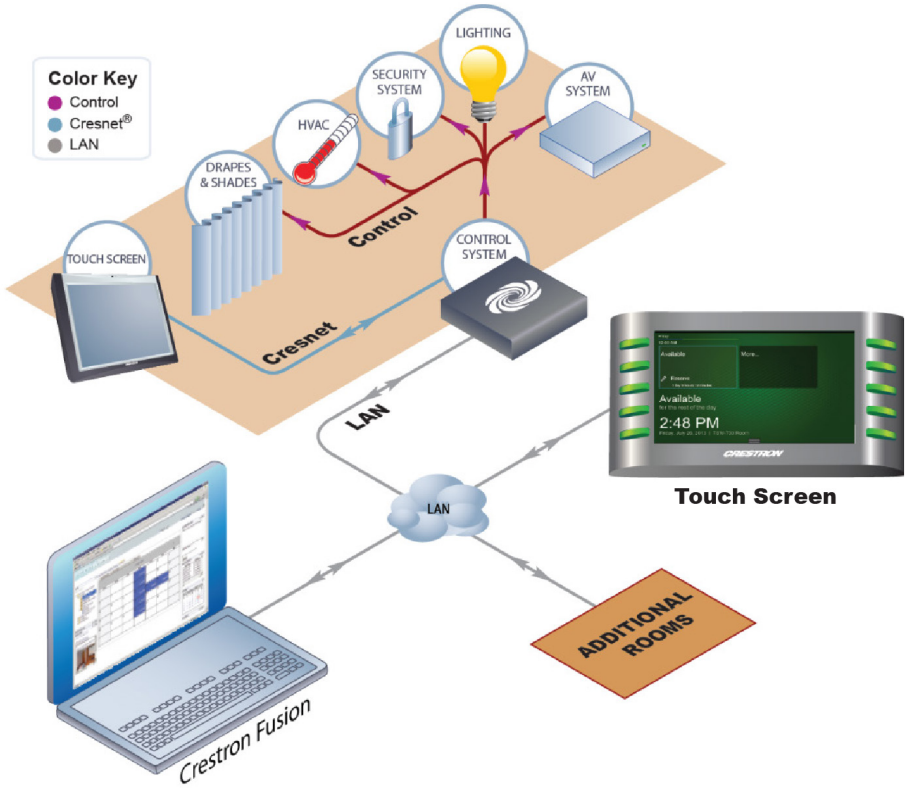
Features and Functions

- Enterprise-wide room scheduling
- Immediate view of room availability
- Immediate view of room calendar
- Immediate room booking
- Clear indication of room status

Applications

The following diagram shows the touch screen in a conference room booking application.

Touch Screen in a Conference Room Application



Touch Screen Overview

The touch screen displays a schedule view on-screen at all times for a quick at-a-glance view of the current and upcoming reservations and availability of the room. This new schedule view consists of a swipe-able list of items on the schedule, typically showing 48 hours of room schedule data starting from midnight of the current day through midnight of the following day.

There are three possible types of items in the list:

- **Available** – indicates a contiguous block of free time in the room's schedule
- **Reserved** – indicates a scheduled use of the room on the calendar

  NOTE: The word "Reserved" ordinarily does not appear on the schedule ribbon, unless the calendar entry or the room panel is private. Instead, the item either contains the subject entered by the meeting organizer and the organizer's name or, if no information is entered, "Default Subject" and "Default Organizer" are displayed on the reservation.

- **More…** – indicates the schedule may have additional items

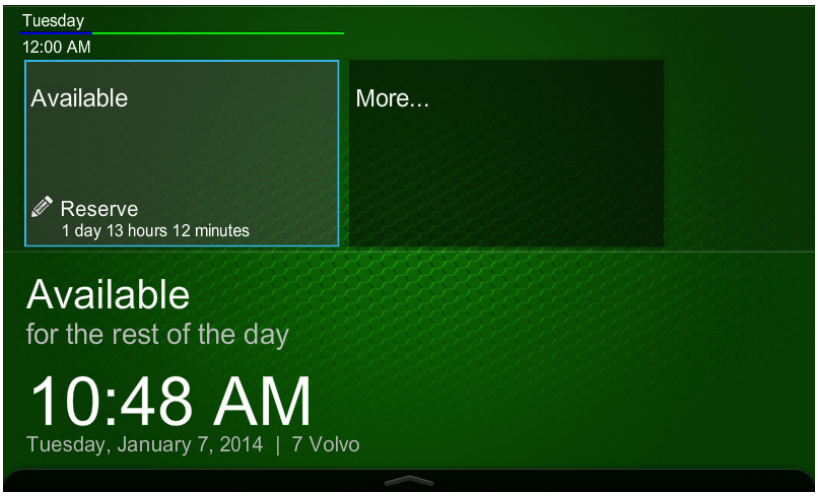
At any given time, one of the items on the schedule is the active item at the current time; it is highlighted by a light blue border. A blue progress bar appears on the schedule timeline above it. Typically, this item appears in the leftmost or default item position on the schedule view when approaching the touch screen. Depending on the particular model, certain hard button operations on the touch screen refer to the active item, such as the **+** (or **MORE**) hard button, which is equivalent to touching the **Details** soft button on the pull-up toolbar; others reference the default item, such as the ↵ (or **SELECT**) hard button.

The user may scroll through the schedule view to review the items on the schedule. Scrolling forward or backward can be accomplished by swiping right-to-left or left-to-right, or by pressing the down or up hard buttons, respectively. Selecting an item can be accomplished by touching the item; pressing the ↵ (or **SELECT**) hard button (if the touch screen has one) is the equivalent of a tap on the default item currently displayed in the leftmost position.

The Touch Screen

The touch screen is comprised of a combination of hard buttons and touch screen controls. Together, these buttons and controls make it possible to view, reserve, and manipulate schedule information for the current room as well as book other available rooms.

Schedule View



Different model touch screens have different button configurations. Refer to the following tables for details on the hard button controls for different models.

Hard Button Controls (Example #1)

BUTTON	FUNCTION
	The today button moves the timeline to the current item.
	The day back button moves the timeline backward one day.
	The day forward button moves the timeline forward by one day.
	The time back button moves the timeline backward two items.
	The time forward button moves the timeline forward two items.
✖	The close/cancel button closes the current screen or cancels the current operation.
+	The more details button provides details on the current or active reservation.
▲	The up button moves the schedule view back one item until the beginning of the day is reached.
▼	The down button moves the schedule view forward one item until the desired entry on the schedule is reached.
↵	Selects the current item and performs the default action on the currently displayed default item.

Hard Button Controls (Example #2)

BUTTON	FUNCTION
TODAY	The **TODAY** button moves the timeline to the current item.
DAY ◄	The day back button moves the timeline backward one day.
DAY ►	The day forward button moves the timeline forward by one day.
TIME ▲	The time back button moves the timeline backward two items.
TIME ▼	The time forward button moves the timeline forward two items.
CLOSE	The **CLOSE** button closes the current screen or cancels the current operation.
MORE	The **MORE** button provides details on the current or active reservation.
▲	The up button moves the schedule view back one item until the beginning of the day is reached.
▼	The down button moves the schedule view forward one item until the desired entry on the schedule is reached.
SELECT	The **SELECT** button selects the current item and performs the default action on the currently displayed default item.

Hard Button Controls (Example #3)

BUTTON	FUNCTION
✖	The home/close button closes the current screen or cancels the current operation.
►	The forward button shifts list forward 12 hours.
◄	The backward button shifts the list backward 12 hours.
▲	The up button moves the selection left one space.
▼	The down button moves the selection right one space.

Determining Current Room Status

The current room status is easily determined by noting the color of the hard buttons and screen in the schedule view. If they are green, the room is available. If they are red, the room is reserved.

NOTE: If the room is equipped with an occupancy sensor and occupied, the panel indicates that the room is in use regardless of whether or not it has been reserved*. If the display LEDs are off, the room may be offline and not communicating with Crestron Fusion.

If the room is not currently reserved, a rectangular item marked **Available** is positioned in the upper left of the interface. This item represents the block of time between the current time and the next reservation. If the room is currently reserved the item in the upper left of the screen is described by the subject of the reservation and its organizer if this information has been entered.

To the right of the current item, the timeline displays subsequent available or reserved time slots which can be swiped into view for scheduling or viewing. Above each item the starting time is displayed.

At the lower left, the status of the room and the current time is displayed along with the day of the week, the date and the name of the room.

At the bottom of the screen, a toolbar can be pulled up to reveal soft buttons which vary depending on the state of the room.

* If available in hardware. Not all touch screen models have this feature.

The Room is Available

If the room is available and can be reserved, touch the appropriate **Available** item showing the reserve icon on the schedule view to create an ad hoc reservation.

NOTE: If another reservation is scheduled that conflicts with this ad hoc item, a double booking error displays and the ad hoc item is rejected.

1. Touch the **Available** item to book the room. The "Reserve" screen is displayed.
2. Enter an organizer name and reservation subject in the appropriate fields. This information is shown for the item on the schedule view when the room is reserved. If no information is entered, "Default Subject" and "Default Organizer" is displayed on the reservation.

   "Reserve" Screen

3. Choose the reservation length by touching one of the buttons in the *Reservation Length* area of the screen.

   NOTE: The number of available buttons and their values may vary based on the room's availability and configuration. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

4. Touch **Reserve** to reserve the room. The schedule view screen and hard buttons are red and the reservation subject, organizer and remaining time is displayed.

The Room is Not Available

If the room is not available, as indicated by the red screen and hard buttons, the room's schedule can be viewed and the room reserved for another time. Another room can be reserved from the current room's touch screen by touching **Find** on the pull-up toolbar at the bottom of the schedule view.

NOTE: The pull-up toolbar is opened by touching the small tab at the bottom of the screen.

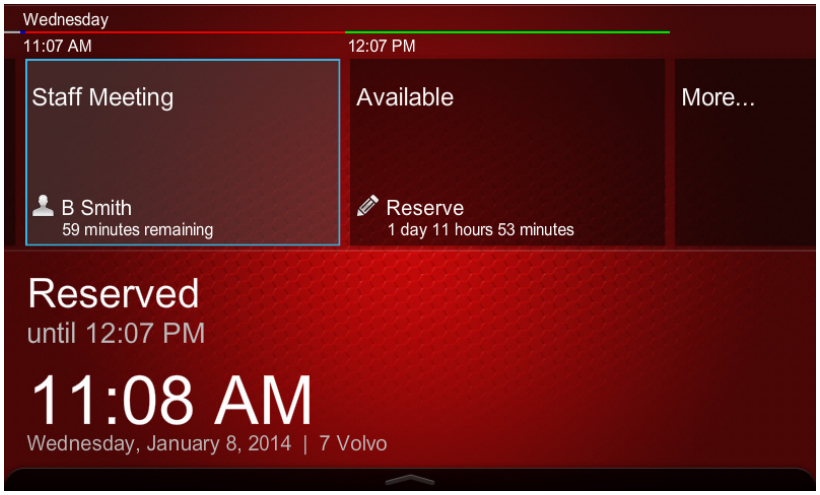
Schedule the Current Room for Another Time

To schedule or reserve the current room for another time, perform the following steps:

1. Swipe from right to left across the schedule view to display the items on the room's schedule timeline. The up and down hard buttons can also be used.

   NOTE: If the touch screen privacy level has been set the room is displayed as *Reserved* and the information in the schedule view is displayed as *Private*. Refer to the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

   "Reserved" Screen

2. Touch the **Reserved** item to view the organizer, required and optional attendees listed in the *Attendees* area of the reservation details screen. To view details for the active item at the current time, tap **Details** on the Toolbar, or, if the touch screen has such, press the **MORE** or **SELECT** button.

   NOTE: Touch screen security may be set to restrict access to the details of a private reservation or other touch screen functions. If required, a PIN code must be provided by the administrator to unlock the panel. This is accomplished by touching the pull-up toolbar at the bottom of the screen, touching **Log in** and entering the touch screen PIN code.

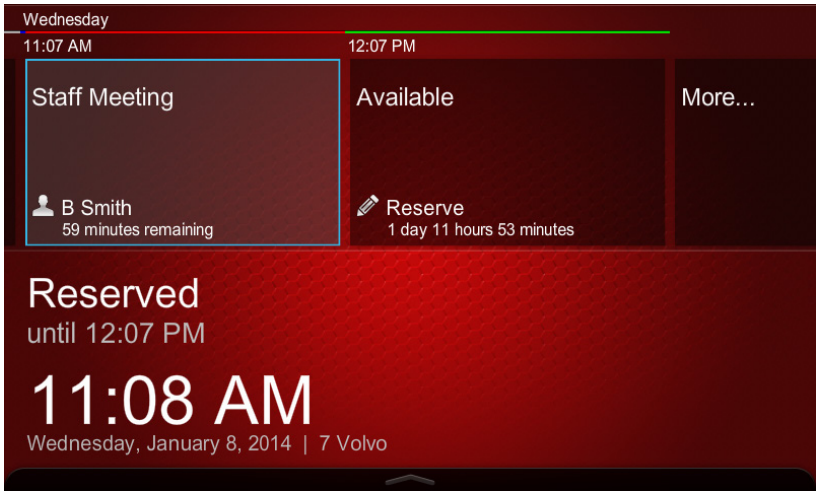
Reservation Details Screen

NOTE: If the meeting is recurring, the symbol ⇄ is visible to the right of the meeting date at the top of the reservation details screen.

3. Touch **Close** to return to the schedule view.

NOTE: By default an **Available** item displays the amount of time in the block, while a reserved item displays a countdown to the end of the reservation.

Schedule View (Reserved)



4. Touch an **Available** item on the timeline slot to open the "Reserve" screen, where a new appointment can be created. The date and time fields are already filled in with the current information.

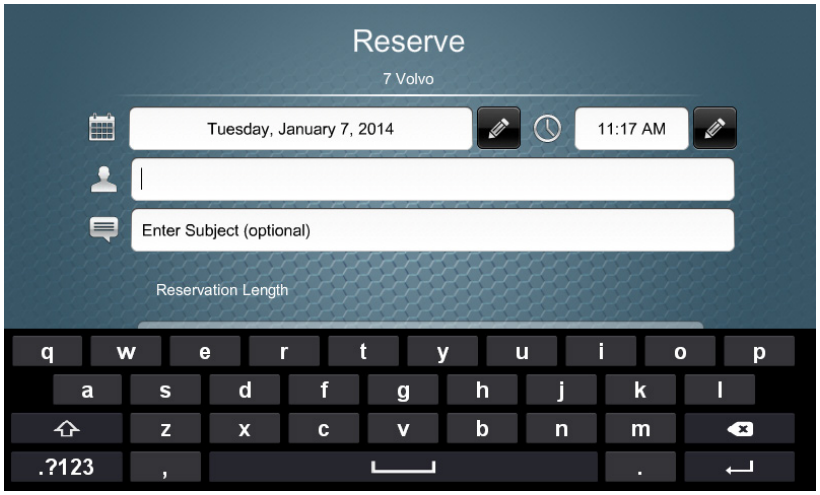
"Reserve" Screen

5. Touch *Enter Organizer Name* and enter the organizer's name using the keyboard which slides into view.

NOTE: Editing this field is language dependent. If the option to edit is not available, default text will be used.

NOTE: In certain implementations, the organizer will be overwritten by the room calendar credentials.

"Reserve" Screen (with Keyboard)

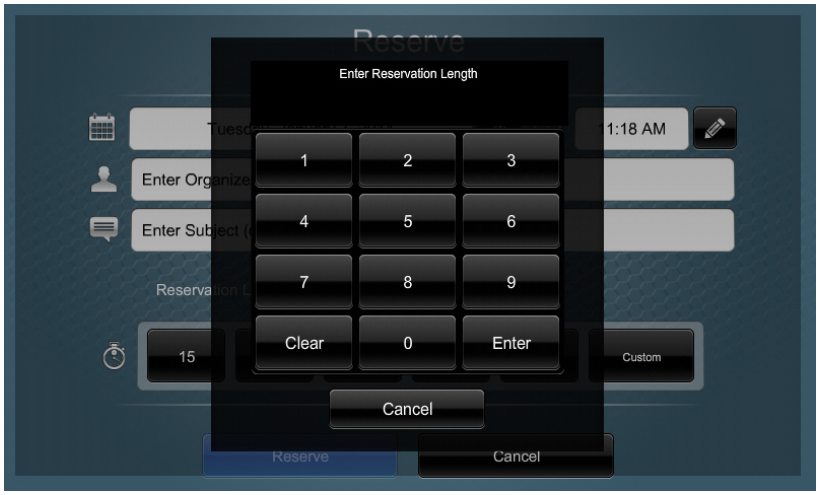

Reserve
7 Volvo
Tuesday, January 7, 2014
11:17 AM
Enter Subject (optional)
Reservation Length
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
.?123

6. Touch *Enter Subject* and enter the subject using the keyboard which appears as described in step 5. When the subject has been entered, touch the screen outside of the *Enter Subject* field to dismiss the keyboard.

7. Set the reservation length using either the preset buttons **15**, **30**, **45** or **60** or touch **MAX** for the default maximum of 120 minutes or **Custom** to enter a custom length. If **Custom** is used, enter the reservation length using the numeric keys and then touching **Enter**.

NOTE: The number of available buttons and their values may vary based on the room's availability and configuration. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

"Enter Custom Reservation Length" Pop-up



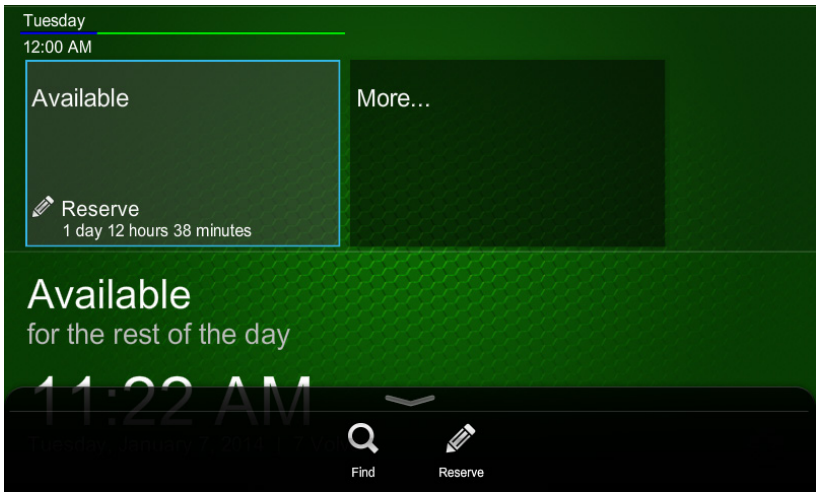
8. Touch **Reserve** to reserve the room and return to the schedule view screen. The screen and hard buttons are now red indicating that the room is reserved.

Schedule Another Room from the Current Touch Screen

To schedule or reserve another room using the current room's touch screen, perform the following steps:

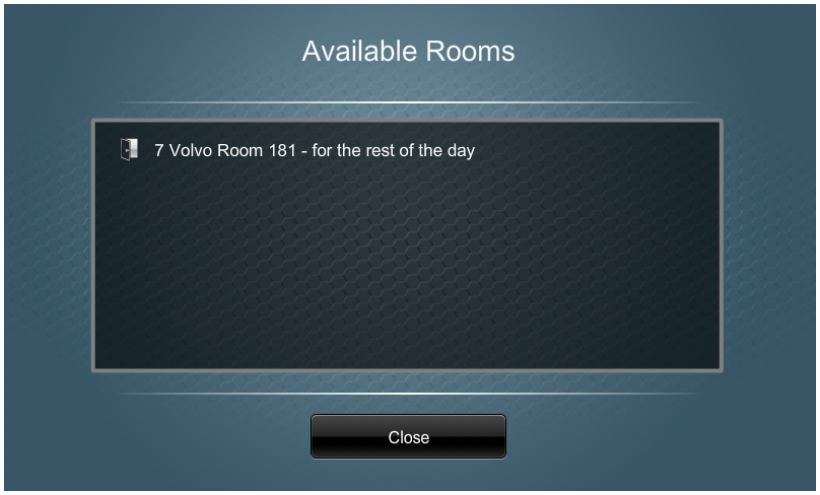
1. Touch the tab at the bottom of the schedule view to display the pull-up toolbar.

Schedule View Pull-up Toolbar



2. Touch **Find**. The "Available Rooms" screen is displayed.

"Available Rooms" Screen



3. Touch the listed room to reserve it. The "Reserve" screen for that room displays.

"Reserve" Screen

4. Enter an organizer, subject, and reservation length as described in "The Room is Available" on page 7.
5. Touch **Reserve**. The room is now booked.

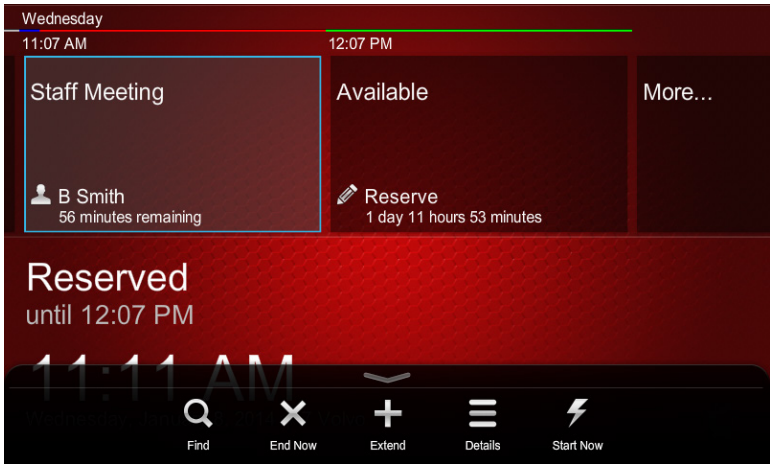
Start the Reservation

If configured to do so, the **Start Now** button on the pull-up toolbar must be touched to prevent the reservation from being automatically declined in the event that the reservation organizer is late.

NOTE: If the touch screen is configured to do so, the **Start Now** button can also be used to start a reservation early if the previous block of time is available. If the reservation is started early, the schedule view remains green as if the room is available, but the words "In Use" are displayed.

1. When the room has been successfully reserved, touch the tab to open the pull-up toolbar at the bottom of the screen.

   Reserved Screen with Pull-up Toolbar

2. Touch **Start Now** to start the reservation.

Organizer Check-in to the Reservation

If the touch screen is so configured, **Check-in** must be touched by the reservation organizer. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

1. Touch the reserved item on the touch screen. The reservation details screen is displayed.

Reservation Details Screen

2. Touch **Check-in**. The button changes to **Checked-in**, as a confirmation.
3. Touch **Close**. The touch screen returns to the schedule view indicating a reserved status, displaying a checked-in icon ( ) next to the organizer name.

NOTE: The organizer is automatically checked in to any meeting made at the touch screen.

End a Reservation Early

This feature is provided to reset a room to available status if the reservation currently scheduled in the room ends earlier than anticipated. This is accomplished by touching **End Now** on the pull-up toolbar at the bottom of the schedule view. This control only appears if the feature is enabled in the configuration pages. Refer to "Configuration" in the Touch Screens with RoomView Scheduling for Crestron Fusion Operations Guide (Doc. 7552).

1. Pull up the toolbar at the bottom of the schedule view.
2. Touch **End Now** to release the room if the reservation ends early. The end time of the reservation is adjusted to the time the button is pressed.
3. The panel changes to available status. The screen and hard buttons are now green.

Extend the Reservation

A reservation can be extended into an available block of time by touching **Extend** on the pull-up toolbar at the bottom of the reserved screen. This extends the reservation by the amount of time selected.

Emergency Alert

When the server sends an emergency message, the screen displays the "Emergency Alert" screen. If so configured, the panel sounds an emergency warning which is silenced by pressing any hard button. When the emergency broadcast is shown, the panel locks out all other operations except for a temporary override initiated by touching **Schedule** on the alert screen.

"Emergency Alert" Screen

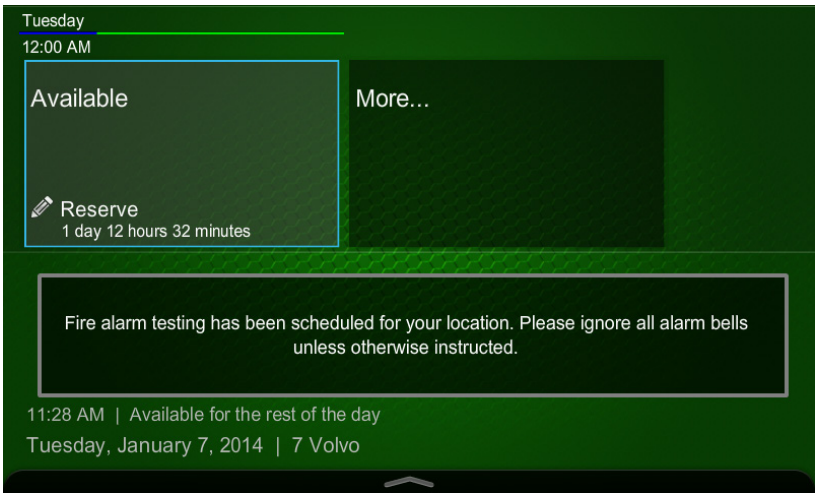
The following table explains the function of the "Emergency Alert" screen control.

"Emergency Alert" Screen Controls

CONTROL	FUNCTION
Schedule	Touching this temporarily overrides the Emergency Alert and returns to the schedule view.

A non-emergency special broadcast can also be sent from the server. An example of this is shown in the following figure. When one of these broadcasts is displayed, all touch screen functions are normal.

Non-Emergency Special Broadcast Screen


Tuesday
12:00 AM
Available
More...
Reserve
1 day 12 hours 32 minutes
Fire alarm testing has been scheduled for your location. Please ignore all alarm bells unless otherwise instructed.
11:28 AM | Available for the rest of the day
Tuesday, January 7, 2014 | 7 Volvo

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4. PRIVACY POLICY

4.1 Software Registration. Download and/or operation of the Software require You to register by providing certain information and to accept this AGREEMENT.

4.2 End-User Data Base. Crestron will maintain a database of all registered End-Users including contact information.

4.3 Crestron Privacy Policy. As a condition of downloading and using the Software, You agree to the terms of the Crestron Privacy Policy at http://www.crestron.com/privacy_statement.asp, which may be updated from time to time and without notice.

5. WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY

5.1 Warranty Disclaimer.

(a) Crestron specifically disclaims any and all representations and warranties, either express or implied, including those of MERCHANTABILITY, MECHANTABLE QUALITY, NON-INFRINGEMENT OF THIRD-PARTY RIGHTS, and FITNESS FOR A PARTICULAR PURPOSE.

(b) Except as otherwise expressly provided herein, the Software is provided on an "as is" basis, without warranty of any kind. More specifically, Crestron disclaims any warranties that the Software will meet End-User's requirements or that the operation of the Software, including any associated software, will be uninterrupted or error-free.

5.2 Limit of Liability. In no event will Crestron be liable to You for any loss of use, interruption of business, or any direct, indirect, special, incidental, or consequential damages of any kind (including lost profits) regardless of the form of action whether in contract, tort (including negligence), strict product liability or otherwise, even if Crestron has been advised of the possibility of such damages.

5.3 Interpretation of Warranty Disclaimer and Liability Limitation. If the disclaimer of warranty and limitation of liability provided herein cannot be given local legal effect according to their terms, a reviewing court shall apply local law that most closely approximates an absolute waiver of all civil liability in connection with the Software.

6.0 GENERAL PROVISIONS

6.1 Governing Law. This AGREEMENT shall be governed by the laws of the State of New Jersey, without regard to conflicts of laws principles.

(a) Any disputes between the parties to the AGREEMENT shall be brought in the state courts in Bergen County, New Jersey or the U.S. Federal Courts located in the District of New Jersey.

(b) The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this AGREEMENT.

6.2 Compliance with Laws. The Software technology is of U.S. origin for purposes of

U.S. export control laws.

(a) You agree to comply with all applicable international and national laws and regulations in using the Software provided under this AGREEMENT, including the U.S. Export Administration Regulations, as well as end-user, end use, and destination restrictions issued by U.S. and other governments;

(b) You are certifying that You are not a national of Cuba, Iran, Iraq, Libya, North Korea, Sudan, or Syria or any country to which the United States embargoes goods; and

(c) You are certifying that You are not otherwise prohibited from receiving the Software.

6.3 Headings. The insertion of headings and the division of this AGREEMENT into sections and articles are for convenience only and shall not affect the interpretation hereof.

6.4 Entire Agreement.

(a) This AGREEMENT constitutes the entire agreement between You and Crestron with respect to the subject matter hereof and supersedes all prior and contemporaneous representations, understandings, and/or agreements, whether oral or written, relating to the subject matter hereof.

(b) All prior or contemporaneous representations, understandings or agreements, whether oral or written, that are not expressly set forth within this AGREEMENT are hereby deemed waived, superseded, and abandoned.

6.5 Severability. The invalidity or unenforceability of any provision of this AGREEMENT shall not affect any other provision of this AGREEMENT, and the remaining provisions shall continue with the same effect as if such unenforceable or invalid provision had not been included in this AGREEMENT.

6.6 No Third Party Beneficiaries. This AGREEMENT is for the benefit of, and will be enforceable by, the Parties only. This AGREEMENT is not intended to confer any right or benefit on any third party. No action may be commenced or prosecuted against a Party by any third party (including, without limitation, affiliates) claiming as a third party beneficiary of this AGREEMENT or the Licenses granted herein.

Return and Warranty Policies

Merchandise Returns / Repair Service

1. No merchandise may be returned for credit, exchange or service without prior authorization from Crestron. To obtain warranty service for Crestron products, contact an authorized Crestron dealer. Only authorized Crestron dealers may contact the factory and request an RMA (Return Merchandise Authorization) number. Enclose a note specifying the nature of the problem, name and phone number of contact person, RMA number and return address.
2. Products may be returned for credit, exchange or service with a Crestron Return Merchandise Authorization (RMA) number. Authorized returns must be shipped freight prepaid to Crestron, 6 Volvo Drive, Rockleigh, N.J. or its authorized subsidiaries, with RMA number clearly marked on the outside of all cartons. Shipments arriving freight collect or without an RMA number shall be subject to refusal. Crestron reserves the right in its sole and absolute discretion to charge a 15% restocking fee plus shipping costs on any products returned with an RMA.
3. Return freight charges following repair of items under warranty shall be paid by Crestron, shipping by standard ground carrier. In the event repairs are found to be non-warranty, return freight costs shall be paid by the purchaser.

Crestron Limited Warranty

Crestron Electronics, Inc. warrants its products to be free from manufacturing defects in materials and workmanship under normal use for a period of three (3) years from the date of purchase from Crestron, with the following exceptions: disk drives and any other moving or rotating mechanical parts, pan/tilt heads and power supplies are covered for a period of one (1) year; touch screen display and overlay components are covered for 90 days; batteries and incandescent lamps are not covered.

This warranty extends to products purchased directly from Crestron or an authorized Crestron dealer. Purchasers should inquire of the dealer regarding the nature and extent of the dealer's warranty, if any.

Crestron shall not be liable to honor the terms of this warranty if the product has been used in any application other than that for which it was intended or if it has been subjected to misuse, accidental damage, modification or improper installation procedures. Furthermore, this warranty does not cover any product that has had the serial number altered, defaced or removed.

This warranty shall be the sole and exclusive remedy to the original purchaser. In no event shall Crestron be liable for incidental or consequential damages of any kind (property or economic damages inclusive) arising from the sale or use of this equipment. Crestron is not liable for any claim made by a third party or made by the purchaser for a third party.

Crestron shall, at its option, repair or replace any product found defective, without charge for parts or labor. Repaired or replaced equipment and parts supplied under this warranty shall be covered only by the unexpired portion of the warranty.

Except as expressly set forth in this warranty, Crestron makes no other warranties, expressed or implied, nor authorizes any other party to offer any warranty, including any implied warranties of merchantability or fitness for a particular purpose. Any implied warranties that may be imposed by law are limited to the terms of this limited warranty. This warranty statement supersedes all previous warranties.

Crestron software, including without limitation, product development software and product operating system software is licensed to Crestron dealers and Crestron Service Providers (CSPs) under a limited non-exclusive, non-transferable license pursuant to a separate end-user license agreement. The terms of this end user license agreement can be found at www.crestron.com/legal/software_license_agreement.

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